

Highland Beach Sponsored Event Request Form

Date of Application:

Event Sponsor:

Date Requested:

Time Requested:

Name of Applicant:

Home Phone:

Description of Event

Event Title:

Location Requested:

Description of Activity:

Expected Number of Participants:

I, _____ am over the age of 21 and am a resident of Highland Beach. I agree to comply with all of the Regulations governing the use of Highland Beach property, the Ordinances of Highland Beach Property, the Ordinances of Highland Beach and any conditions or rules specified. **This event is exclusively for Highland Beach and Venice Beach, their families, and their guests.**

Date

Applicant's signature

For Town Use Only:

Date application received:

Date application approved:

HBCA sanctioned events are submitted to the Board of Commissioners for final approval.

USE OF TOWN HALL

1. A Highland Beach resident or property owner must sponsor the event. The sponsor must be present at special one-time events. With on-going events, like movie night or exercise classes, the sponsor is responsible for opening and closing the building. The sponsor is responsible for the adherence to the rules and policies and is subject to suspension of future reservation rights.
2. Only the multipurpose room, conference room, deck, front storage closet, lobby and bathrooms are available for public use.
3. 50-person limit on the size of event.
4. The event may not begin before 8 a.m. and must end by 11 p.m. Set up and clean up may begin before and extend after the event.
5. The building needs to be returned to its original condition, i.e. broom clean, trash removed, and dishes and glasses cleaned and put away.
6. Only beer and wine may be served at an event. No sale of alcohol is permitted.
7. Loud and offensive music is prohibited. The noise must be at a level that does not disturb the surrounding area.
8. Nothing may be attached to the building.
9. When the event includes minors there must be a sufficient number of chaperones.
10. No smoking. No open flames.
11. No pets.
12. Every application requires a non-returnable flat fee of \$100 that must be paid before the planned event.
13. Events will be scheduled through the Town Clerk who, upon acceptance of the fee, will ensure the use meets the requirements set forth by the Board of Commissioners.
14. The Town Clerk will do a final room inspection at the end of all events. If the Clerk is unable to, someone will be appointed to do so.
15. Use of audio/video equipment requires a \$25 fee for services of the A/V technician.

USE OF WAYMAN AVE. BEACH & PARKS

1. A park permit is required to use the Beach Park and/or the Wayman Avenue Park for any event or gathering hosted/sponsored by a resident or property owner.
2. Issuance of a park permit is contingent upon the applicant's payment of the required permit fee and security deposit, and proof of liability insurance. Any issued park permit is subject to the following regulations, and any special conditions stated on the permit.
3. No more than one event requiring a park permits may be held during any calendar month. Permit applications will be considered in the order received. Events sponsored by the Town of Highland Beach and the Highland Beach Citizens Association will have priority over any other permit applications.
4. Events requiring park permits shall begin and end between the hours of 10:00 a.m. and 6:00 p.m. on the date specified in the permit and shall be limited to 100 participants.
5. The permit holder must be a property owner or resident of Highland Beach, at least 21 years age, and must be in attendance at the event during the time period stated on the permit.
6. A park permit entitles the permit holder to non-exclusive use of the park area(s) reserved only for the date and time period stated on the permit, and in compliance with any additional rules or conditions specified on the permit. No additional setup/cleanup time is allowed.
7. The permit holder must have the park permit on-site during the permitted activity. The permit must be shown to town officials or safety personnel upon request.
8. The number of persons participating in the event shall not exceed the maximum number of participants stated on the park permit.
9. Vehicle parking on any street in the Town of Highland Beach is prohibited, and is not affected by issuance of a park permit.
10. The permit holder is responsible for maintaining orderly conduct among all persons attending the event.
11. Event participants are prohibited from engaging in any of the following activities on town property: a) collecting admission fees; b) selling, or offering for sale, any merchandise, article or thing whatsoever, including food and beverages; c) practicing, carrying on, conducting or soliciting for any trade, occupation, business or profession; d) exchanging monies or tickets in connection with the event.
12. Beer and wine are the ONLY alcoholic beverages that may be served or consumed at an event on Highland Beach park property. The permit holder MUST obtain a permit from Anne Arundel County to serve beer and/or wine at the event, and must have the permit on-site during the event. The sale of alcoholic beverages is strictly prohibited.
13. The use of tobacco products at the event is prohibited.
14. Loud or offensive music or any excessive noise which disturbs the peace is prohibited in any park area.
15. Open fires are prohibited in any park area.
16. The permit holder is responsible for leaving the park in clean and orderly condition.
17. The permit holder assumes personal liability for the costs of excessive cleanup, loss, breakage, mutilation or removal of park property resulting from the event. If necessary, the permit holder will be billed for any costs for repairs or replacement of damaged items or cleanup required that exceed the amount of the security deposit.
18. All refuse and garbage must be removed from town property by the end of the event.
19. Any tables, chairs, tents or equipment must be removed from town property no later than the first business day after the event.
20. Violation of any rule of condition stated on or associated with the permit is cause for immediate revocation of the permit, loss of permit privileges, cancellation or immediate termination of the event, and forfeitures of any fees/deposits paid for the permit.
21. A non-refundable fee of \$250. Must be paid to the Board of Commissioners at least 30 calendar days in advance of the event date.